

Town of Greenfield, Massachusetts

EMPLOYMENT APPLICATION

As an equal opportunity employer, the Town of Greenfield does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans status, national origin, sexual orientation or any other legally protected status. The Town of Greenfield only hires individuals authorized for employment in the United States.

If you are submitting a resume and cover letter as substitution in completing any portion of this application you may write "See Resume". In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.

Position Applying For: _____ **Date of Application:** _____

Schedule Desired: () Full Time () Part Time () Temporary () Seasonal Are you on layoff subject to recall? _____

Are there any hours, shifts or days you cannot or will not work? _____

Are you willing to work overtime as required? _____

Are you able to meet regular attendance & punctuality requirements of the job? _____

PERSONAL INFORMATION

(Last Name) (First Name) (Middle Name) Are you authorized for employment in the U.S.? () Yes () No

(Present Street Address) (City) (State) (Zip) If you are under 18 years of age state your age? _____

(Home Phone) (Message Phone) (Social Security Number)

For applicants for jobs that require driving:

Do you have a valid MA Driver's License? Number _____ Class _____ Expiration Date _____

Do you have a valid CDL? Yes ____ No ____ List valid endorsements: _____

Do you authorize the Town to check your driving record for repeated or significant traffic violations? Yes ____ No ____

EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	NO. OF YEARS COMPLETED	GRADUATED (Check One)
HIGH SCHOOL				() Yes () No
COMMUNITY COLLEGE				() Yes () No
COLLEGE				() Yes () No
GRADUATE SCHOOL				() Yes () No
TECHNICAL SCHOOL				() Yes () No
OTHER				() Yes () No

TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex age, religion, handicap or national origin of its members.	Date Awarded

SKILLS

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing, spreadsheet, machinery or equipment able to operate)

Indicate any foreign languages you can speak, read and/or write either fluently or conversationally:

EMPLOYMENT HISTORY

Starting with your present or last job list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use the back of the application and/or additional sheets of plain white paper if you need more space.

May we contact your present employer? () Yes () No

Name and Address of Employer & Date of Employment	Position & Duties	Salary	Reason for Leaving
Phone: Dates (From/To):			
Phone: Dates (From/To):			
Phone: Dates (From/To):			
Phone: Dates (From/To):			
Phone: Dates (From/To):			

Is there any additional information involving a change of your name or assumed named that will permit us to check your work record? If yes, please explain: _____

Have you ever been employed by the Town of Greenfield before? () Yes () No If *Yes*, please indicate what department, when, and the position(s): _____

Reasons for leaving: _____

List names of relatives or acquaintances now employed by the Town of Greenfield: _____

Have you ever been fired from a job, quit a job after being told you would be fired, or left a job by mutual agreement following allegations of misconduct or for unsatisfactory performance: () Yes () No If *Yes*, please explain below: _____

REFERENCES

Please list three employment-related references who are familiar with your work. Do not list relatives or friends.

Name	Address	Phone	Place of Employment	Position Held
1.				
2.				
3.				

PERSON TO CONTACT IN CASE OF EMERGENCY

Full Name:	Address:	Phone:
Place of Employment:	Address:	Phone:
Relationship to you?		

APPLICANT'S CERTIFICATION AND AGREEMENT

Please Read this Statement Carefully

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show the Town of Greenfield documents that will prove this. I also understand that I may be required to successfully complete a medical examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by the Town of Greenfield.

I understand that the Town of Greenfield may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check, and verify data given on this application, on resume or related papers, and/or interviews. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. Conviction of a crime or termination from a job is not an automatic bar to your employment, all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of the Town of Greenfield or myself.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all the statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand, also, that I am required to abide by all rules, policies or regulations of the Town of Greenfield.

Applicant's Signature _____ Date _____
 (You must sign and date this Application to be considered for employment)

Additional Information or Comments:

PLEASE DO NOT WRITE BELOW THIS LINE

Comments:

Department:	Grade/Step:	Barg. Unit:
Position:	Posit. #:	Empl. #:

Hours:_____ DOB:_____ Starting Salary \$_____/hr. \$ ____/yr.

() Full Time () Part Time () Intermittent () Temporary () Civil Svc () Non-Civil Svc () Grant Funded (full or in part)

Approved By:

Department Head

Human Resources Director